

# Workplace Alaska

## Class Specification Cartographer I

**Created:**  
10/06/1997 by Rick Davis  
**Finalized on:**

**AKPAY Code:** P8414  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PK0811  
**Class Range:** 13  
**Class Status:** Active

**Category:**  
**Original Date:** 08/04/1967

**Class Title:** Cartographer I  
**Use MJR Form:** Standard

**Original Comments:**  
ESTABLISHED

**Subsequent Revision Dates/Comments:**  
06/01/92 - Complete revision (CDS)  
09/28/2001 - Audited (kgarrett)  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 17-1021 **Census:** 02

**Last Update Comments:**

### Definition:

Under general supervision, learns the methods, principles and procedures to compile and produce a variety of maps and other graphic designs and completes limited projects.

### Distinguishing Characteristics:

This is the entry/trainee level of the series. Incumbents complete projects under the guidance of higher level staff, referring the more difficult or complex matters to the supervisor. Incumbents are assigned to work on individual assignments of limited scope and complexity or assist journey and/or supervisory level Cartographers in producing a portion of a large cartographic project. Cartographer I is distinguished from the Cartographer II by the developmental nature of the assignments and the lack of independence exercised in completing assignments at the I level. Cartographers are distinguished from the Drafting Technician series in that Drafting Technicians perform drafting duties in the fields of mechanical, architectural and civil engineering but are not responsible for the creation of maps.

### Examples of Duties:

Receives extensive training in map production and related photolab duties.

Learns the interpretation and use of various graphic and nongraphic map compilation source material such as digital map data and map documents produced by other agencies.

Creates digital map file separates for the production of multi-layer map or graphic products.

Compiles base map information from a variety of sources including aerial photography and existing maps.

Digitizes maps of various themes, scales and publication formats from a mylar representation or from a data processing tape file. Produces draft and camera ready maps and graphics using plotters, photographic equipment, and by hand.

Contacts users to determine their graphic needs and the time frame for the assignment.

Performs photolab duties including the preparation of intermediate, composite and final negatives and positives and other photographic film and paper products.

Edits draft maps produced from compiled data to ensure that all information is portrayed accurately.

Performs scribing (engraving) and prepares peelcoat and rubylith separates for color reproduction.

Selects and orders air photo base maps to prepare maps of boundaries and other community planning maps.

Prepares graphics and illustrations used in publications.

### Knowledge, Skills and Abilities:

Some knowledge of different mapping methods using both manual and automated cartographic techniques.

Some knowledge of practices in the field of cartography.

Some knowledge of procedures and techniques used in compiling and portraying cartographic information.

Some knowledge of the methods of map registration to assure that the information layers maintain accurate alignment.

Ability to learn to create a variety of maps and graphic information using manual and automated means.

Ability to communicate effectively with others, both verbally, visually and in writing.

Ability to locate map base/source material.

**Minimum Qualifications:**

Graduation from high school or the equivalent and two years of drafting experience.

College coursework or vocational training in drafting or cartography or geography will substitute for the experience on a year-for-year basis.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have a high school diploma or the equivalent?

AND

Do you have two years of drafting experience?

**Or Substitution:**

Do you have a high school diploma or the equivalent?

AND

Do you have two years of any combination of college coursework (3 semester hours or 4 quarter hours equal one month of experience) from an accredited college or vocational training from an approved program in drafting, cartography, or geography, and/or drafting experience?